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RETURN TO  
RECORDS MANAGEMENT DIVISION

Chief, Procurement Division/LO

3 February 1955

STAT

ATTN: [REDACTED]

Chief, Records Management Division, Management  
Staff

Portable Desk Trays

1. We have reviewed the sample Portable Desk Tray submitted by the Acme Visible Record Company and find it satisfactory with three minor exceptions. The exceptions were previously discussed with the company representative when this same tray was submitted to us in the course of developing the project. Exceptions are:

a. The inside tray measurements are  $1/8"$  less than the specified minimum of  $15 \frac{1}{16}"$

b. The rubber pads on top and bottom are easily loosened.

c. Color of the tray should be mahogany, and there is attached a sample of the color requested.

2. If these defects can be corrected, in the production model, it is requested that the contract be awarded as soon as possible.

STAT

[REDACTED]

Attachment

RMD/RSB/TIS/pj

*[Handwritten signature]*  
4/3/55